

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, May 18, 2009

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Jeanne Garcia, and Anna Marie Jones

City Staff: Human Resources Director Tami Yuki and Community Services Director Randy Schwartz

Council Member Rico Medina

Absent: Ed Fuentes

APPROVAL OF MINUTES

The minutes of April 20, 2009 were approved

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Review Job Descriptions for the Recreation Services Division

Human Resources Director Tami Yuki said that there were a number of formatting changes and grammatical corrections made to the job descriptions. Director Yuki said that the Department did not make substantial changes to any of the duties or minimum qualifications.

1. Recreation Services Manager

Under "Education and Experience", Personnel Board Member Comerford asked what does it mean "Equivalent to a Bachelor's degree." Director Yuki said the paragraph above states "Any combination of experience and training that would provide the required knowledge and abilities is qualifying". Director Yuki said that a typical way to acquire the required knowledge and abilities would be to obtain a Bachelor's degree.

Community Services Director Schwartz said that it should say "A Bachelor's degree equivalent to major course work or in one of the majors listed on the job description.

Personnel Board Comerford said that the Recreation Services Supervisor specifically requests for a Bachelor's degree and the Manager does not. Director Schwartz said that equivalent does not mean less than; Director Schwartz stated the Manager job description will have the same wording as the Supervisor.

Personnel Board Member Jones said that Under "Education and Experience", the sentence "Any combination of experience and training that would provide the required knowledge and abilities is qualifying" sounds awkward. Director Yuki said that it is worded such that in case someone does not have 3 years but has 5 years of experience, the years of experience can be substituted for the education.

Director Yuki said the word "combination" can be deleted and the word "substitute" can be added. "Master's degree is preferred" will remain in the job description.

Personnel Board Member Garcia asked why Under “Special Requirements”, the Manager has Water Safety Instructor certification and the Supervisor does not. Director Schwartz said the “Water Safety Instructor certification” should be in both job descriptions.

Personnel Board Comerford made a motion to approve the Recreation Services Manager with changes. Personnel Board Garcia seconded the motion. The motion passed unanimously.

2. Recreation Services Supervisor

Under “Special Requirements”, add “Water Safety Instructor” certification. Director Schwartz said that the certification would only apply to Supervisors that were doing aquatics.

Personnel Board Member Jones made a motion to approve Recreation Services Supervisor job description with changes. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

3. Executive Assistant

Under “Essential Duties and Responsibilities”, Personnel Board Member Thomas asked the meaning of the following sentence: “Independently responds to letters and general correspondence not requiring the attention of professional personnel”. Director Schwartz said that the employee handles general correspondence based on current practice.

Under “Essential Duties and Responsibilities” at the top of 2 second page Personnel Board Member Jones asked to change “making” to “makes”. Under “Essential Duties and Responsibilities”, delete “Maintains harmony among workers” Under “Essential Duties and Responsibilities”, add “Trains” to the sentence that begins with “Plans, assigns, reviews, evaluates, etc.”

Personnel Member Comerford made a motion to approve the Executive Assistant with changes. Personnel Board Member Garcia seconded the motion. The motion was approved unanimously.

B. Recreation Skills Set Matrix

Director Schwartz gave an overview of the Skills Set Matrix. Director Schwartz said that he brought the skill set matrix to the attention of the Parks and Recreation Directors of San Mateo County group last year in May or June. Director Schwartz worked with each of the Directors of San Mateo County to assess the skills the are needed in Recreation.

The skills are in numerical order on the matrix. If the skills, for instance, are under “Mandatory” on the matrix, they are viewed as essential for anyone working at that level. Those skills listed under “Desirable” are suggested for those interested in excelling in their job. “Skills to Develop” are suggested for individuals considering moving to next level.

Director Schwartz said that the skills matrix is being used for staff retreats. He said that the local district of the California Park and Recreation Society meet once a year. Director Schwartz stated that the Bay Area Institute uses the matrix as a primary source to help create some of their curriculum. The skills set matrix has been shared with Directors throughout the State, and it has been used in three colleges to set their curriculum. Director Yuki asked if the matrix has been used for evaluations. Director Schwartz said that he has used it for evaluations. The Board concurred that the skill set matrix is a great tool that could be used in the organization. Personnel Board Member Thomas thanked Director Schwartz for sharing with the Board the skills set matrix.

C. Board Members' Comments

1. Top Candidates Skills Set for Maintenance Worker I

Personnel Board Member Thomas asked if Public Works hired anyone for the Maintenance Worker I. Director Yuki said that the Department is conducting background investigations at the present time. Director Yuki also said that one employee from the water department resigned so there is an additional vacancy.

Personnel Board Member Garcia asked since the first candidate was a business owner, would this create a conflict. Director Yuki replied that this candidate owned a carpet company for twenty-two years; however, currently, he is working with backhoe and other equipments and would not create a conflict.

2. Eligibility List

Since the Eligibility list for Police Sergeant will expire on May 19th, Personnel Board Member Comerford asked if anyone was hired for Police Sergeant. Director Yuki said there wasn't a vacancy for Police Sergeant. She said that the reason the Police Sergeant eligibility list was extended was in case someone retires, we would have an eligibility list available. Personnel Board Member Comerford said he recalls the conversation that the Police Department wanted to extend the eligibility list because there was a particular person that they were interested in hiring. Director Yuki said that was the eligibility list for Public Safety Dispatcher, but it was not extended.

Personnel Board Member Thomas asked Director Yuki to explain how does the eligibility list work for Police Officer Pre-Trained/Lateral. Director Yuki said that Police Officer Pre-Trained/Lateral is a continuous recruitment. Director Yuki said when Human Resources receives a sufficient number of applications; the applications are screened by Human Resources. The oral interview is administered by the Police Department, and an eligibility list is established.

Personnel Board Member Thomas said that he has never seen a Pre-Trained/Lateral eligibility list. Director Yuki said that the eligibility list for Pre-Trained/Lateral has been placed on the agenda before. Director Yuki said the list is on going, continuous process; the reason that staff did not ask the Board to extend the eligibility list because the list is usually exhausted before it expires. Director Yuki said that Police Officer Pre-Trained/Lateral has been on the Recruitment list on the Personnel Board Agenda.

Personnel Board Member Comerford asked what is the reason that the Board does not review the job descriptions for per-diem or part-time positions. Personnel Board Member Thomas said the direction that Council gives the Board to review classified positions that fall under Competitive Service. He said that "at will" positions are not represented by the competitive service. Personnel Board Member Comerford said the Board reviewed the Community Services Director position. Director Yuki said that some Directors positions are "at will" positions. They typically go to the City Council for approval. Personnel Board Member Comerford said if one of the Board's purview is to be fair and equitable, the Board should review all the job descriptions. Director Yuki said that the Personnel Rules and Regulations states that the Board reviews positions that are only in the competitive service.

Because of a budget meeting scheduled on Monday, June 15th Director Yuki asked the Board if the Personnel Board meeting could be moved to Tuesday, June 16th. Personnel Board Member Thomas said if there isn't anything pressing on the agenda, he would like to reschedule the meeting on Monday, July 20th. Director Yuki said there was nothing that needed immediate attention and the job descriptions for Parks would be on the agenda. The Board concurred that the Personnel Board meeting should be moved to Monday, July 20, 2009.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Marie Fir
Secretary